



**Santiago
Canyon
College**

What happens here matters.

How to Complete a Graduation Petition

Graduation Office
Tiffany Garbis

graduation@sccollege.edu

September 2023

Graduation Petition

- Electronic (online) & Paper (A&R, Counseling)
- Submit to graduation@sccollege.edu
- Deadlines
 - Fall 23 – October 6th
 - Spring 24 – March 15th
 - Summer 24 – June 21th
- For more assistance, contact a counselor



When should you submit?

- Complete at least 30 units
–or –
One semester before completing:
 - Associate Degree (AA, AS, AS-T, AA-T)
 - GE Certification (CSU GE / IGETC)
 - Certificate of Achievement or Proficiency
- Intend to participate in commencement
(June 7th)



Associate Degree Requirements

- Major requirements (C or better)
- General Education Pattern
 - SCC Local GE (Plan A or Plan D)
 - CSU GE (Plan B)
 - IGETC (Plan C)
- Cumulative GPA 2.0 or higher
- 12 unit residency @ SCC
(AA,AS – 6 units in major)
- 60 unit requirement
(AA/AS – degree applicable, AA-T/AS-T - CSU transferable)



CAUTION – Academic Renewal

Inasmuch as past performance does not
always reflect accurately a student's actual ability

- ...Without Course Repetition (RWO)
- ...With Course Repetition (TRR)
- ...With Course Repetition AB705



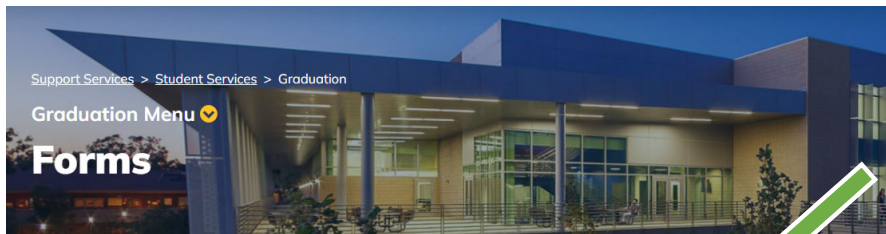
Processing Timelines

Anticipated Semester to Earn Award	Graduation Petitions Due	Final Evaluation Completed & Award Posted	Awards (Physical Copies) Mailed	Eligible to Participate in Commencement
Fall 2022	October 7, 2022	End of March 2023	End of April 2023	June 2, 2023
Spring 2023	March 10, 2023	End of August 2023	End of September 2023	June 2, 2023
Summer 2023	June 22, 2023	End of October 2023	End of November 2023	June 2023 or 2024
Fall 2023	October 6, 2023	End of March 2024	End of April 2024	June 7, 2024
Spring 2024	March 15, 2024	End of August 2024	End of September 2024	June 7, 2024
Summer 2024	June 21, 2024	End of October 2024	End of November 2024	June 2024 or 2025



Download and Save

- Graduation Website www.sccollege.edu/graduation
Click on Forms



Duplicate Diploma

Student Education Plan

- [General Educational Plans](#)

Petition to Graduate

- [Associate Degree Petition Plan A](#)
- [Associate Degree Petition & CSU GE Plan B](#)
- [Associate Degree Petition & IGEC Plan C](#)

Petition for a Certificate

- [Certificate of Achievement](#)
- [Certificate of Proficiency](#)

Other Graduation-Related Forms

- [Petition to Substitute a Major Requirement](#)
- [Petition to Waive a Major Requirement](#)
- [Verification of Intent to Earn Associate of Arts-Science Degree for Transfer](#)

A screenshot of the 'Associate Degree Petition & Certification -- Plan C IGEC Certification' form from Santiago Canyon College. The form is titled 'Associate Degree Petition & Certification -- Plan C IGEC Certification (To be completed after 30 degree-applicable units)'. It contains fields for NAME, TELEPHONE #, E-MAIL ADDRESS, STUDENT ID #, Academic Program, Program Code, CATALOG YEAR, and checkboxes for 'I AM APPLYING FOR AN ASSOCIATE DEGREE and IGEC CERTIFICATION' and 'I AM APPLYING FOR IGEC CERTIFICATION ONLY'. There are also sections for 'IGEC Certification Requirements' and 'Academic Program Requirements'. A large red 'X' is drawn over the entire form. A green arrow points to the download icon in the top right corner of the browser window.

Santiago
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Completing the form: TOP



**Santiago
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Associate Degree Petition & Certification -- Plan C IGETC Certification

(To be completed after 30 degree-applicable units)

NAME: John A. Smith

Print clearly and **EXACTLY** as you want your legal name to appear on the diploma

TELEPHONE #: (714) 628 - 4852

STUDENT ID #: 1234567

E-MAIL ADDRESS: graduation@scccollege.edu



I AM APPLYING FOR AN ASSOCIATE DEGREE and IGETC CERTIFICATION

(12 units must be completed at Santiago Canyon College with 6 of those in the Academic Program.)



AA / AS



AA-T / AS-T

Liberal Arts: Arts, Humanities, and Communication

Academic Program

/ 18317

Program Code

CATALOG YEAR 2023 - 2024

Must be one of continuous enrollment or current catalog



I AM APPLYING FOR IGETC CERTIFICATION ONLY

Please check one - ☐ FULL ☐ PARTIAL Certification

Petition for IGETC Certification / degree to be awarded at the end of the following semester:

☒ December (Fall)

☐ June (Spring)

☐ August (Summer)

Year 2023

Have you attended any other colleges or universities? ☒ YES ☐ NO

If yes, list all the institutions attended: Fullerton College

***** DO NOT LIST Santa Ana College *****

All **official** transcripts from other colleges or universities must be **on file** at Santiago Canyon College to process the petition.



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What happens here matters.

Completing the form: MIDDLE

- 2023 – 2024 Catalog
www.sccollege.edu/catalog
- Transcripts
Self-Service > Academics > Unofficial Transcript



Completing the form: MIDDLE

IGETC Certification Requirements					Academic Program Requirements <i>(Must complete this section if applying for an associate degree)</i>			
	List Courses	IP	Need	Grade	List Courses	IP	Need	Grade
1-A	AP English Language			4	Art 100			A
1-B	ENGL 102, 103 or PHIL 110		X		AP English Language (ENGL 101)			4
1-C (CSU)	Communication 100 @ Fulle			A	Philosophy 106			C
2	Mathematics 140			B	Communication 100 @ Fullerton			B
3-A	Art 100			A	Music 100	X		
3-B	Philosophy 106			C	Theater Arts 100		X	
3	Theater Arts 100		X					
4	Anthropology 100			A				
4	History 120	X						
4	Political Science 101			B				
5A	Biology 109			A				
5B	Chemistry 200A			B				
5C (lab)	Chemistry 200A			B				
6 LOTE (UC)	** Orange High School			X	** If you completed two years of a language other than English in high school, we need official high school transcripts to fulfill Area 6.			



Completing the form: MIDDLE

LEFT SIDE – Certification Requirements / General Education

Dear Student,
As you sign up for your class, please be aware your professor may have specific needs.
Fall courses held Online and through Remote/Online Instruction

Parking Permits:
Parking Permits are not available at this time. Please check back

Unofficial Transcript

These documents are unofficial and should not replace the official transcript.

[Degree Audit - College Credit Transcript](#)

Norris_Chuck_171....pdf

Rancho Santiago Community College District
Santa Ana College ~~~~~ Santiago Canyon College
Unofficial Student Academic Record

Student: Norris, Chuck Tuyen ID: 1711846
Address: 8045 E Chapman Ave SSN: XXX-XX-2222
Orange CA 92869 BIRTH DATE: 09/24/1989
UNITED STATES ISSUED: 09/26/2022
HIGH SCHOOL: ADVANCED PLACEMENT (FOR CONVERSION)

COURSE NUMBER	COURSE TITLE	GRADE	NOTE	UNITS ATMP	UNITS CMPLT	UNITS GPA	GRADE POINTS	COLLEGE GPA	IG-ETC	AA C-ID
~~~~~ FALL 2007 (08/27/2007 to 12/16/2007) ~~~~~										
PSYC-100	Introduction to Psychology	CIP		3.00				0.00		PSY 110
				SEMESTER TOTAL:	3.00	0.00	0.00	0.00		
				CUMULATIVE TOTAL:	3.00	0.00	0.00	0.00		
~~~~~ SPRING 2009 (02/09/2009 to 06/07/2009) ~~~~~										
PARA-100	Introduction to Paralegal Stud C			3.00	3.00	3.00	6.00	SAC		
				SEMESTER TOTAL:	3.00	3.00	3.00	6.00	2.00	
				CUMULATIVE TOTAL:	6.00	3.00	3.00	6.00	2.00	
~~~~~ SUMMER 2009 (06/22/2009 to 08/16/2009) ~~~~~										
MATH-080	Intermediate Algebra	CIP		4.00				0.00		
				SEMESTER TOTAL:	4.00	0.00	0.00	0.00	0.00	
				CUMULATIVE TOTAL:	10.00	3.00	3.00	6.00	2.00	
~~~~~ FALL 2009 (08/31/2009 to 12/20/2009) ~~~~~										
PARA-101	Law Office Management	F		3.00	0.00	3.00	0.00	SAC		
				SEMESTER TOTAL:	3.00	0.00	3.00	0.00	0.00	
				CUMULATIVE TOTAL:	13.00	3.00	6.00	6.00	1.00	
~~~~~ FALL 2011 (08/22/2011 to 12/11/2011) ~~~~~										
BUS-150	Intro to Info Systems and App P			3.00	3.00	0.00	0.00	SCC		BUS 140
				SEMESTER TOTAL:	3.00	3.00	0.00	0.00	0.00	
				CUMULATIVE TOTAL:	16.00	6.00	6.00	6.00	1.00	
~~~~~ SUMMER 2012 (06/11/2012 to 08/12/2012) ~~~~~										
SURV-150	Introduction to Geographic Inf W			3.00	0.00	0.00	0.00	SCC		
				SEMESTER TOTAL:	3.00	0.00	0.00	0.00	0.00	
				CUMULATIVE TOTAL:	19.00	6.00	6.00	6.00	1.00	

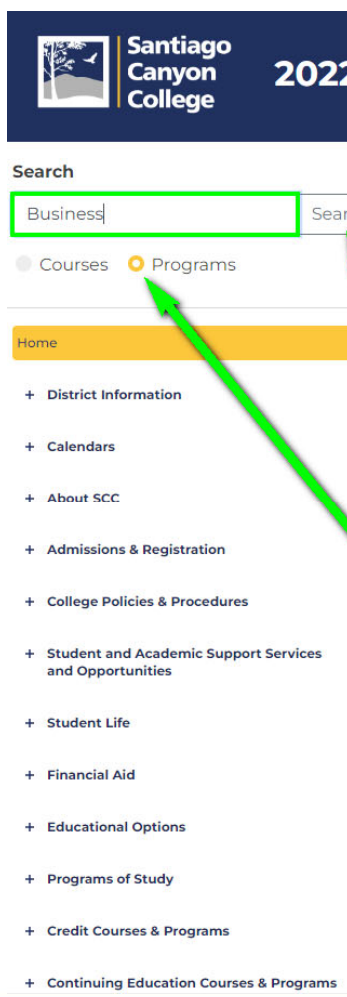


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Completing the form: MIDDLE

RIGHT SIDE – Academic Program “Major”



Santiago Canyon College 2022

Search

Business

☐ Courses ☒ Programs

Home

- + District Information
- + Calendars
- + About SCC
- + Admissions & Registration
- + College Policies & Procedures
- + Student and Academic Support Services and Opportunities
- + Student Life
- + Financial Aid
- + Educational Options
- + Programs of Study
- + Credit Courses & Programs
- + Continuing Education Courses & Programs

Business Administration, AS-T (Total 27 - 29)

Complete all of the following

Major requirements: (Total 17)

Complete the following number of credits: 17

ACCT101 - Financial Accounting	4
ACCT102 - Managerial Accounting	4
BUS105 - Legal Environment of Business	3
ECON101 - Principles/Micro	3
ECON102 - Principles/Macro	3

Select one (1) course from the following (List A): (Total 4 - 5)

Complete the following number of credits: 4-5

(Total 4 - 17)

Complete at least one of the following rules

MATH150 - Calculus for Biological, Management and Social Sciences	5
MATH219 - Statistics and Probability	4
MATH219H - Honors Statistics and Probability	4
MATH220 - Statistics and Probability with Integrated Review	4

Select two (2) courses from the following (List B): An additional course from List A (may not be a course used to satisfy the requirements of List A) (Total 6 - 7)

Complete the following number of credits: 6-7

(Total 3 - 6)

Complete at least one of the following rules

BUS100 - Fundamentals of Business	3
BUS222 - Business Writing	3

(Total 3 - 6)

Complete at least one of the following rules

BUS150 - Introduction to Information Systems and Applications	3
CMPR100 - The Computer and Society	3



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Completing the form: BOTTOM

American Institutions Requirement for California State Universities **ONLY**

++ Not required for SCC graduation or CSU Certification ++

	List Courses	IP	Need	Grade
US 1	History 120	X		
US 2	Political Science 101			B

I give my permission to have my name printed in the commencement brochure. ☒ Yes ☐ No

JS

Please initial

I certify that the information above provided is complete and accurate to the best of my knowledge.

Student's Signature: _____

Date: _____

(petitions received after the deadline will be processed for the following semester)

U.S. History, Constitution and American Ideals – (CSU Graduation Requirement)

All California State Universities have a graduation requirement in U.S. History, Constitution, and American Ideals. Although this is not a transfer requirement it is recommended students take it prior to transfer to a CSU. Courses used to meet this requirement may also be used to meet units in Areas D and F.

US-1: HISTORICAL DEVELOPMENT OF AMERICAN INSTITUTION AND IDEALS

Ethnic Studies 110, 120, 130, 140

History 118, 120, 120H, 121, 121H, 124, 127

US-2: U.S. CONSTITUTION & GOVERNMENT

Political Science 101, 101H

US-3: CALIFORNIA STATE & LOCAL GOVERNMENT

Political Science 101, 101H



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Resources

Graduation Office, E-101

(714) 628-4852, [Live-Chat](#), graduation@sccollege.edu

Counseling Office, D-106

(714) 628-4800, [Live-Chat](#), [Online Appointments](#)

Transfer Success Center, D-104

(714) 628-4865, [Live-Chat](#), transfer_center@sccollege.edu